

**19 SEPTEMBER 2002**



**Personnel**

**AFMC DEPOT MAINTENANCE  
MANAGEMENT OF THE YEAR AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-28, *Awards and Decorations*. This instruction sets up the Depot Maintenance Management of the Year Awards to encourage professionalism and expertise in managing the diverse nature of AFMC's depot maintenance. It prescribes policy, nomination and selection procedures, and award presentation. This instruction does not apply to Air National Guard or Air Force Reserve. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C 8013. Privacy Act statements required by AFPD 37-1, *Air Force Information Management*, are in the body of each form or document, or in a separate statement accompanying each document.

**1. Purpose of the Awards.** These awards recognize contributions to further Depot Maintenance Management tenets readiness and acknowledge the outstanding contributions of designated Depot Maintenance Managers at the Air Logistics Centers.

**2. Awards to be Presented.**

2.1. Individual - Outstanding Depot Maintenance Manager (SES, 0-6, GS-15). This award recognizes the innovations and efforts of the Depot Maintenance Manager, which implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall depot maintenance process that advance communication and information flow, optimize processes, reduce overall depot maintenance cost, or demonstrably improve depot maintenance support to the warfighter.

2.2. Individual – Outstanding Depot Maintenance Member (0-5 and below, GS-14 and below). This award recognizes individual contributions made by depot maintenance members to implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall depot maintenance process that advance

communication and information flow, optimize processes, reduce overall depot maintenance cost, or demonstrably improve depot maintenance support to the warfighter.

2.3. Individual – Outstanding Wage Grade Maintenance Member (WG Employee) – This award recognizes individual contributions made by depot maintenance members to implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall depot maintenance process that advance communication and information flow, optimize processes, reduce overall depot maintenance cost, or demonstrably improve depot maintenance support to the warfighter.

2.4. Group – Outstanding Depot Maintenance Management Team (Any team composed of military and/or civilian employees whose official duties or assignment(s) include direct support to Depot Maintenance Management). This award recognizes team contributions made by depot maintenance members to implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall depot maintenance process that advance communication and information flow, optimize processes, reduce overall depot maintenance cost, or demonstrably improve depot maintenance support to the warfighter.

### **3. Criteria for Nomination.**

3.1. Period of award is the calendar year preceding solicitation of nominees.

3.2. Previous year's winner is ineligible for competition in the same category. Individual winners may compete as part of a Group nomination, and Group winners may compete as Individual nominees.

3.3. Outstanding Depot Maintenance Manager.

3.3.1. Eligible candidates are Depot Maintenance Managers designated by the HQ AFMC Director of Logistics as published on the Depot Maintenance Management website.

3.3.2. Improvements must have a significant impact on the overall performance of the depot maintenance and, through this, support to the warfighter.

3.3.3. Improvements may be achieved through measures that benefit an identifiable weapon system or group or class of items, or that represents an enhancement to depot maintenance procedures with general applications.

3.3.4. Identifiable benefit or improvement for which quantitative and/or qualitative measures of effect can be shown.

3.4. Outstanding Depot Maintenance Member.

3.4.1. Improvements must have a significant impact on the overall performance of the depot maintenance and, through this, support to the warfighter.

3.4.2. Improvements may be achieved through measures that benefit an identifiable weapon system or group or class of items, or that represent an enhancement to depot maintenance procedures with general applications.

3.4.3. Identifiable benefit or improvement for which quantitative and/or qualitative measures of effect can be shown.

### 3.5. Outstanding Depot Maintenance Management Team.

3.5.1. Improvements must have a significant impact on the overall performance of the depot maintenance and, through this, support to the warfighter.

3.5.2. Improvements may be achieved through measures that benefit an identifiable weapon system or group or class of items, or that represent an enhancement to depot maintenance procedures with general applications.

3.5.3. Identifiable benefit or improvement for which quantitative and/or qualitative measures of effect can be shown.

## 4. Timeframes:

4.1. Requests for nominations will be forwarded in January.

4.2. Nomination requests will contain the specific date packages are to be returned to HQ AFMC/LGP, normally during March.

4.3. HQ AFMC/LG will hold a board to determine the winners at the time specified, normally in April.

## 5. Nomination Procedures:

5.1. Each Air Logistics Center (ALC) should submit no more than one nominee in each category.

5.2. Send nominations to HQ AFMC/LGP, 4375 Chidlaw Road, Room C-109, Wright-Patterson AFB, OH 45433-5006. They must arrive not later than the date in the nomination request letter. Each nomination package consists of the following:

5.2.1. A memorandum of transmittal (original only) signed by the ALC commander/vice commander.

5.2.2. Nomination Form (Attachment 1). Times New Roman 12 pitch, one inch margins. Limit nomination narrative to one page. Attachments may be added if they contribute to a better understanding of the achievement.

5.3. Citation (Attachment 2).

5.4. Biography (Attachment 3).

5.5. Private Act Statement (Attachment 4).

## 6. Selection Procedures:

6.1. The Command Selection Board will evaluate nominees using the selection criteria worksheet (Attachment 5). The board will provide a recommendation to the Director of Logistics for endorsement.

6.2. Winners will be notified via a letter to the ALC commander from HQ AFMC/LG providing the awards ceremony date. Ceremonies will normally coincide with a Depot Maintenance Management Conference.

**7. Selection Boards Composition:**

7.1. Command Selection Board. The Deputy Director for Depot Maintenance will chair the Command Selection Board for the command level awards. The board will consist of three members selected by the Deputy Director for Depot Maintenance. An AFGE Council 214 representative will also be invited to participate on the Command Selection Board. This board will evaluate nominees using the selection criteria worksheet (Attachment 5). The board will be responsible for providing a recommendation to the Director of Logistics for each award. The Command Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

7.2. Center Selection Board. The Center LG will chair the Center Selection Board for the Center awards. The chairman will appoint a board which will be responsible for providing a nomination recommendation in each category to the Center commander. An AFGE Council 214 representative will also be invited to participate on the Center Selection Board. The Center Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

**8. Awards and Awards Presentation:**

8.1. Presenting the Award. HQ AFMC/LG will present the award at the next Depot Maintenance Conference after the determination of the winners.

8.2. This issuance will be implemented consistent with applicable statutes which promote equal opportunity for all employees.

8.3. The nomination package cover page and executive summary from each of the winning units will be displayed on the HQ AFMC/LG web page.

DEBRA K. WALKER  
Deputy Director for Depot Maintenance  
Directorate of Logistics

**Attachment 1**

**SAMPLE NOMINATION FORMAT**

**NAME:**

**GRADE/SERIES:**

**SSAN:**

**ORGANIZATION, DUTY ASSIGNMENT:**

**PERIOD COVERED:**

**NOMINATION FOR:** (Title of Award)

**ACHIEVEMENTS:** Narrative should not exceed one page, single-spaced. It should describe (1) the action(s) resulting in the nomination, (2) how the actions improved Depot Maintenance Management, and (3) the benefits resulting from the action(s). Improvements must have a significant impact on the overall performance of the depot maintenance and, through this, support to the warfighter.

**Attachment 2****SAMPLE CITATION**

CITATION TO ACCOMPANY THE AWARD OF THE  
DEPOT MAINTENANCE MANAGEMENT OF THE YEAR AWARD  
(CATEGORY)

TO

(NAME)

(Name) has distinguished himself/herself by outstanding performance while assigned as an XXXX, (your organization), from 1 January XXXX to 31 December XXXX.

(Name) significantly improved depot maintenance responsiveness and flexibility through a series of initiatives. He/she established a comprehensive series of Service Level Agreements with 14 customers and suppliers to guarantee on-time performance. This heavily contributed to the 5 percent increase in Issue Effectiveness rate and reduced Logistics Response Time by 3.2 days. The distinctive accomplishments of (Name) reflect great credit upon (himself/herself), the Air Force Materiel Command, and the United States Air Force.

**REMEMBER:** Improvements must have a significant impact on the overall performance of the depot maintenance and, through this, support to the warfighter.

**Attachment 3**  
**SAMPLE FORMAT BIOGRAPHY**

BIOGRAPHY  
FOR

(NAME)

(AWARD TITLE)  
XX-XXX/XXX

SPOUSE: (NAME)

CHILDREN: JANE – 12 Years  
JOHN – 9 Years

PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES:

HOBBIES: (List Hobbies)

LENGTH OF SERVICE: (Total years)

PRIMARY JOB FUNCTION:

(Provide summary of job function)

**Attachment 4**

**SAMPLE PRIVACY ACT STATEMENT**

1. Authority

10 USC 8012

EO 9397, 22 Nov 93

2. Principal Purpose

To accompany the nominations for the Depot Maintenance Management of the Year awards.

3. Routine Uses

Will be used in selection of the winners of the Depot Maintenance Management of the Year awards.

4. Whether disclosure is mandatory or voluntary and effect on individual if not providing information.

Disclosure is voluntary. Individual may not be considered for award if information is not provided.

“I, (rank or title and name), understand my nomination for the (year of nomination) AFMC Depot Maintenance Management of the Year Award may involve release of the information contained in my nomination package for the purpose of publicizing the program.”

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(MUST BE SIGNED)



## Attachment 5

**SELECTION CRITERIA WORKSHEET**  
**DEPOT MAINTENANCE MANAGEMENT OF THE YEAR AWARD**

**CATEGORY:**

AWARD		OC	OO	WR
1.	NAME			
2.	GRADE			
3.	ORGANIZATION			
4.	INDIVIDUAL CREATIVE EFFORTS			
5.	APPLICATION CONTRIBUTION (AF-WIDE/DoD WIDE)			
7.	DIFFICULTY IN IMPLEMENTATION			
8.	IMPORTANCE TO USAF/AFMC			
9.	ORIGINALITY			
10.	RESOURCE IMPACT			
	TOTAL			

**Note:** Rank order each nominee (with 1 being the highest and 5 being the lowest) in categories (4) INDIVIDUAL CREATIVE EFFORTS through (10) RESOURCE IMPACT. Total from all members of selection committee will determine overall ranking order of nominees.